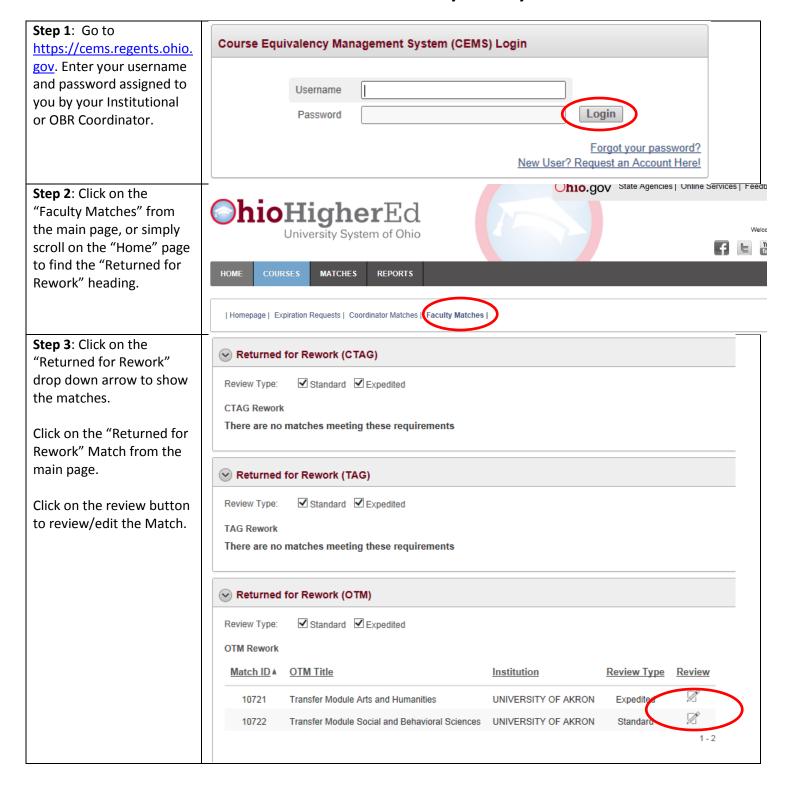
Course Equivalency Management System

How to Edit a Returned Match by Faculty Submitter



Step 4: Make necessary **Match Submission** changes to reflect the Match Status History/Comments desired outcomes. Match Details OHIO UNIVERSITY ~ Institution: * Expand the Courses, Review Type: * Standard ○ Expedited Learning Outcomes, and 2012 O Winter O Spring O Summer O Autumn Start Term: * Additional Requirements OWinter OSpring OSummer OAutumn End Term: to ensure all the changes. ~ Studio/Fine Arts TAG Area/Panel: * In order to change the OAN: * OAH001 - BASIC DRAWING ~ course content or replace a document for the Courses course, "Edit a Course" process needs to be Learning Outcomes followed. See a separate Additional Requirements guide for "Edit a Course". Step 5: You may view the Courses courses that are a part of the returned match. The Course Title courses can either be **Human Relations** removed or added to the match. Clicking on the link for the course under Add a Course Course Title will provide detailed information of Course Look-Up: that course, shown in the next step. Courses: 2040240 - Human Relations 141 - IT 2011111 - ashita 8 2020121 - English > 2020222 - Technical Report Writing 8 2030 - Mathematics for Modern Technology 2030152 - Technical Mathematics II ≪3 2030153 - Technical Mathematics III 2030161 - Math for Modern Technolog 2030345 - 2030345 2040241 - Technology & Human Values

Step 6: This shows the pop-up detail of the Course Details Course Details. Changes Institution: UNIVERSITY OF AKRON MAIN CAMPUS cannot be made to the Course Title: **Human Relations** course in this screen, but Campus(es): ✓ UNIVERSITY OF AKRON MAIN CAMPUS UNIVERSITY OF AKRON WAYNE COLLEGE is left in a view only mode. Course ID(s) Begin Term Course ID Subject Number **End Term** 2040240 2040 240 AU2008 Credit Hours Low Credit Hours: 3.00 **High Credit Hours:** 3.00 **Contact Hours** Lecture Hours Per Week: Lab Hours Per Week: Other Hours Per Week: Pre-Requisite and Co-Requisite Requirements: **Step 7**: The Learning Learning Outcomes & Guidelines Outcomes can also be edited. Use the "edit" function under the **Learning Outcomes** Type: dropdown as shown to Guideline make changes to the text for each section. Description: Guideline 1 - The course has the required entry level college proficiencies appropriate to the course. Entry level college proficiencies can be shown using a variety of means including placement exams, prerequisite coursework and a description of the course materials. Institution Response: No response entered add | edit Type: Guideline Description: Guideline 2 - Course is not remedial or developmental. Institution Response: 3333

add | edit

Step 8: Additional Requirements that can be added include the Interdisciplinary Weight Requirements for the match.



Current Additional Requirements

There are not currently any additional requirements listed for this match

Add Interdisciplinary Weight Requirement

Step 9: Lastly, comments can be added to the match if desired before saving. There are two options after review is complete, either to "Save as Draft" or "Save and Submit to Institution Coordinator". Choose the appropriate option and click on the "Submit" button at the bottom of the page to save or complete the Match.

